

## COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

#### SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Melanie Ann Steele Name of Traveler:	
rivate Sponsor(s) (List all):	
February 17-23, 2017	
PSTC Description/Title of Attached Forms:	
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	Post-travel submission
	n for amending original submission):
Purpose of Amendment (describe the reason must be amended with the Office of Put	n for amending original submission):

### PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

•	nsor(s) of the trip (please list all sponsors):
	ipty Dumpty Institute (FIDI) and Amitolo Charty Conto. (FICO)
Des	cription of the trip:
U.S	. Congressional Staff Delegation to Malawi, fact-finding trlp to promote dialogue
Date	es of travel: February 17-23, 2017
Plac	e of travel: Malawi (Lilongwe, Blantyre) with transit via Johannesburg, South Africa
Nan	ne and title of Senate invitees: Ms. Melanie A. Steele, Legislative Counsel, Senator James E. Risch
	rtify that the trip fits one of the following categories:
X	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.  — OR —
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
X	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	AND
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
l ce	rtify that:
X	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.  - AND -
X	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal
	except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:					
	<ul> <li>(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.</li> <li>OR -</li> </ul>					
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10). —OR —					
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.					
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:					
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.					
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:					
	HDI will work with ACC on logistics and all travel arrangements from start to finish. HDI will consult with					
	the U.S. Embassy in Lilongwe on any country-specific issues and travel advisories. HDI and ACC will					
	schedule meetings with U.S. Embassy, Malawi Gov't, civil society, business leaders, children's rights orgs.					
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:					
1.	HDI works to promote dialogue between the U.S. Congress, the United Nations and foreign entities. This					
	program is part of a series of fact-finding overseas Congressional programs organized by HDI. Program					
	to Malawi is being co-sponsored by ACC, a U.S. non-profit focused on children's rights. HDI and ACC					
	have worked on multiple humanitarian program in Africa and decided to partner on a Staff Delegation.					
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:  HDI sponsored 49 delegations to the United Nations Headquarters. Over 600 offices have participated in					
	these programs on bipartisan basis, from both House and the Senate. HDI also organized 20 overseas					
Priv	fact-finding programs to various locations on bipartisan and nonideological basis to promote dialogue.  ACC have not sponsored congressional trips. HDt and ACC have decided to join in co-sponsoring this congressional program to show staff values of humanitarian programs and state of country/regional affairate Sponsor Certification - Page 2 of 4					

	ACC works with orphan children in Africa in providing the facilities and resources to live and study.							
	HDI administers a Higher Education Alliance program where we bring speakers from the UN to various colleges and universities in the US. HDI also hosts an annual UN Boot Camp for college students.							
5.	Total Expenses for Each Participant:							
		Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses			
		\$1720	\$580	\$250	\$80 - airport visa			
	Good Faith estimate							
	Actual Amounts							
•	State whether a) the trip involves an event that is arranged or organized without regard to congressional participation or b) the trip involves an event that is arranged or organized specifically with regard to congressional participation:							
	b) the trip involves an event that is arranged or organized specifically with regard to congressional							
	participation		<u></u>					
<b>.</b>	Reason for selecting the location of the event or trip							
	HDI's is partnering with ACC, both U.Sbased non-profits. ACC runs children's centers in Blantyre and							
	Lllongwe. Lilongwe is the capital of Malawi and U.S. Embassy is based there.							
				···				
	Name and location of hotel or other lodging facility:							
).	Marriott Airport Hotel - Johannesburg (1 night transit); Crossroads Hotel - Lilongwe (2 nights);							
).	Mamott Airport Hotel -		<u> </u>		·			

Crossroads Hotel In Lilongwe is selected because of proximity to meetings locations. ACC Guest Rooms

in Blantyre are used for all guests visiting ACC. All lodging costs are within USG rates.

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:						
	All lodging, meals and incidental expenses are within the prescribed allowable USG perdiem rates for						
	the travel locations.						
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:						
	Coach class international airfare. Ground transportation in Malawi.						
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).						
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:						
	None						
25.	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):  Signature of Travel Sponsor:						
	Name and Title:						
	Name and Title:						
	Name of Organization:						
	.4.040.044.74444.600.004.0007						
	Telephone Number:						
	Fax Number:						
	E-mail Address: joe.merante@thehdi.org info@acc-usa.org						



# U.S. Congressional Staff Delegation to the Republic of Malawi February 17-23, 2017

#### Participant List

- 1. Ms. LaVerne Alexander, Chief of Staff, Rep. Donald M. Payne Jr. (NJ)
- 2. Mr. Tim Hysom, Chief of Staff, Rep. Alan S. Lowenthal (CA)
- 3. Ms. Sophia Lafargue, Chief of Staff, Rep. Gregory W. Meeks (NY)
- 4. Mr. Nathan Bennett, Legislative Director, Rep. André Carson (IN)
- 5. Ms. Melanie A. Steele, Legislative Counsel, Senator James E. Risch (ID)
- 6. Mr. Omair Mirza, Legislative Assistant, Office of the CBC 1st Vice Chair (Rep. André Carson)
- 7. Ms. Sayanna Molina, Foreign Affairs Legislative Assistant, Rep. Raúl M. Grijalva (AZ)
- 8. Rev. Hong (Ms. Miaohong Liu), Amitofo Charity Center
- 9. Mr. Steve Ginther, Program Director, Humpty Dumpty Institute
- 10. Ms. Morgan DeNicola, Humpty Dumpty Institute